

## How to Start Registering a New Entity in SAM.gov



SAM.gov is an official website of the United States government. There is **no** charge to register or maintain your entity registration in SAM.gov.

### Introduction and Definitions

#### What is SAM.gov?

You can use SAM.gov to register to do business with the U.S. government. A SAM.gov registration is required to bid on and receive payment for U.S. federal government contracts or to receive federal funds.

Registering includes both entity validation and entity registration. The U.S. federal government only requires registration if your contract is federally funded.

#### What is entity validation?

Before you can register your entity, you must validate it. Entity validation confirms an entity's existence, location, and uniqueness. The uniqueness of an entity is based on it being a separate legal entity with a separate physical address.

An entity validation service (EVS) independently verifies the uniqueness of an entity. SAM.gov verifies that there is no existing registration for the entity as part of validation. Once your entity is validated, you will receive a Unique Entity Identifier for it. The Federal Acquisition Regulation (FAR) requires entity validation ([FAR part 52.204-6](#)).

#### What is a Unique Entity ID?

SAM.gov assigns a Unique Entity ID to entities when they pass validation in SAM.gov. The Unique Entity ID is a 12-character alphanumeric identifier used in SAM.gov and other federal government systems to identify a unique entity.

#### What is entity registration?

An entity registration allows you to apply for U.S. federal government contracts and assistance. You must renew your registration every 365 days for it to remain active. We recommend that you begin your renewal 45–60 days before your registration expires to have enough time to validate your entity and complete the registration.

### What do I need to get started?

Registrations require information about your entity including, but not limited to, your:

- Entity's [legal business name](#)
- [Physical address](#)
- [National identifier](#) (if your entity is based outside the United States)
- Entity [start year](#)
- [Tax identification number](#) (TIN)—*only needed if your entity pays U.S. taxes*
- Banking information—*only needed if your entity has a U.S. bank account that you want to use to receive payments*
- CAGE or [NCAGE code](#)—*required for U.S.-based entities that have a CAGE code and for all non-U.S.-based entities*
- Information about the types of goods and services you provide
  - [NAICS codes](#) ([List of NAICS codes](#))
  - [Product and service codes](#) (PSCs) ([List of PSCs](#))
- Entity size (number of employees and worldwide total receipts)
- Entity points of contact

Visit the [Get Started](#) page at SAM.gov to view a checklist to help you prepare for registration. If you already have a Unique Entity ID but have not completed registration, [go to this section](#).

### Set up Your Registration and Validate Your Entity

When you are ready to start a new entity registration, go to SAM.gov and follow these steps:

1. Select the “Sign In” link at the upper right corner of the page. Select “Accept” to accept the U.S. Government System terms. After selecting “Accept,” the system will redirect you to login.gov.
2. Login.gov is a service that manages usernames and passwords for SAM.gov. If you already have a login.gov account, sign in with your credentials. Otherwise, select “Create An Account” and follow the prompts.
3. Once signed in, the system will redirect you to your SAM.gov Workspace.
4. On the “Entities” widget in the Workspace, select the “Get Started” button.
5. On the next page is a welcome screen. Select the “Create New Entity” button.
6. The next page will ask, “What is your goal?” Select the option most relevant to you.
7. Select “Next,” and on the next page, answer the question: “Who required your entity to be in SAM.gov?”

8. Select “Next,” and AM.gov will suggest an option on the next page. You may select the suggested option or choose your own.

- a. There are two types of registration purposes: Financial Assistance Awards Only and All Awards.
  - i. A Financial Assistance Awards registration only allows you to apply for financial assistance, such as grants and loans. This type of registration requires less information.
  - ii. If you want to bid on contracts and other procurements, select the “All Awards” option. Then, select “Next.” An All Awards registration allows you to bid on contracts and other procurements and apply for financial assistance. This type of registration requires more information.
  - iii. The option to “Get a Unique Entity ID Only,” is not an entity registration. It only validates an entity’s legal business name and physical address. You cannot bid directly on federal contracts as a prime contractor or seek federal assistance as a prime awardee if you only have a Unique Entity ID.

9. On the next page, you will be asked, “Are you registering a government entity?”

- a. Select “No” if you are a for-profit or non-profit business or organization.
- b. Select “Yes” if you are registering an official organization, department, or institution of a U.S. state, U.S. local, U.S. tribal, U.S. territorial, or foreign government. If you select “Yes,” you will choose your type of government entity on the next page.

10. On the next page, you will be asked, “Do you already have a CAGE code?”

- a. Select “Yes, and I can provide” if you have a CAGE code. A button will appear that says, “Provide CAGE code.” When you press this button, a window will pop up allowing you to enter and search your CAGE code.
- b. Select “No, the entity does not have a CAGE code and will receive one through the registration process.”

11. The next page shows your selections from the previous pages. Confirm your choices and select “Next” to continue. Select “Previous” to go back and select different options.

12. The next page summarizes the parts of registration you will go through to complete registration. You can download the guide on this page (or from previous pages) to preview all the questions you need to answer in a registration. When ready, select “Next.”

13. The page “You Are About to Validate Your Entity” displays. It lists the information used to validate your entity. You may need to submit documents to complete validation.

14. Next, you will start to enter information about your entity. Enter your entity’s legal business name, doing business as name (if applicable), and physical address, then select “Next.”

15. Your entity name and address will be [validated](#) by the SAM.govEVS. The EVS independently verifies an entity’s existence, location, and uniqueness. You can review the process for entity validation [here](#). If you do not find your information when validating your entity in SAM.gov, you must [submit documentation](#) to prove your entity’s legal business name, physical address, start year, and state of incorporation. Once you submit your documents, you will get a reference ID number and you will have to wait for the EVS to enter or update your validation data before you can proceed.

16. If you submit documentation, then the entity validation service will update your entity information. Once that has happened, return to SAM.gov to [complete your validation](#).

17. After completing your validation, you will choose whether to allow your entity record to be [publicly displayed in SAM.gov](#). If you deselect the checkbox:

- a. Your information will be visible to you, other users with a role with your entity, and U.S. federal government users.
- b. Your information will not be visible to any other users when searching SAM.gov.
- c. Your information is **still available** under the U.S. Freedom of Information Act (FOIA) and is included in data extracts and [application programming interface](#) (API) data.

18. Then, you must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select “Receive Unique Entity ID.”

19. The next page will display your Unique Entity ID. If the entity already has a registration or a Unique Entity ID, you will see informational alerts at the top of the page with more details.

Select “Continue Registration” to go to the next registration step. If you select “Done,” you will be redirected to your Workspace. You can continue registration later if you choose to.

### Register Your Entity

When you select “Continue Registration” from the “Receive Unique Entity ID” page, the remaining sections of registration will be displayed. Select “Continue” to enter information into the Core Data section of registration. Visit the [Get Started](#) page at SAM.gov to view checklists and guides to

help you prepare for registration.

Continue to enter information into each section—Assertions, Representations and Certifications, and Points of Contact—as required. Your information will be saved when you select “Save and Continue” on each page.

If you exit registration before completing it, you can access it later from your Workspace.

1. Sign in to SAM.gov and, in the Workspace, select the “Work in Progress” bubble on the “Entities” widget. A list of your registrations in progress will display.
2. Next to the record title you want to access, select the Actions menu (the three vertical dots), then choose “Update” from the menu. You will be redirected to where you left off in your registration.
  - a. If you do not edit or submit your registration within 90 days, the system will remove it.

After entering your information in each section and giving the registration a final review, select the “Submit” button. You will receive a “Registration Submitted – Confirmation” message on the screen. If you do not see this message, you have not submitted your registration.

### When will my registration become active?

Allow at least **ten business days** after you submit your registration for it to become active in SAM.gov. If your entity fails TIN or CAGE code validation, SAM.gov will email you instructions on updating your information and resubmitting your registration. You may need to work with the IRS or CAGE to update your information before resubmitting your registration.

### How do I check the status of my entity registration?

If you are the person who submitted the registration and are signed in to your SAM.gov account, you can check your entity registration status.

1. Sign in to SAM.gov. You must be signed in to check your registration status.
2. From the home page, select the “Check Registration Status” button. The page is also linked in the footer of all pages on SAM.gov.
3. Enter a Unique Entity ID or CAGE Code and select “Search.” The entity’s registration status will display below.

### Entity Roles

The person who registers the entity will be assigned as an Entity Administrator. You should [assign the same role](#) to at least one other person in your organization. Otherwise, you will have to submit

a notarized letter to the Federal Service Desk to replace your Entity Administrator if they leave your organization (which can delay renewing your registration).

To learn more about entity roles, see the [Role Management Guide](#) and more information on specific [roles and permissions](#).